

# Project Share Frequently Asked Questions

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## **General Information about Project Share**

### **What is Project Share?**

Project Share is an innovative digital learning environment where teachers and students will communicate, collaborate, and access 21<sup>st</sup> century digital content. Through Project Share, teachers will have access to online professional development (PD) modules, professional learning communities, and digital content repositories.

### **Is Project Share a website?**

No. Project Share is a collection of 21<sup>st</sup> century learning tools. PD modules will be provided through a single online platform powered by Epsilen, LLC.

### **What is Epsilen?**

Epsilen is a centrally hosted learning management system that allows teachers and students to work and collaborate within an academic online environment.

### **Who is involved in Project Share?**

The Project Share development team includes the Texas Education Agency, the New York Times, Epsilen, LLC, and the 20 Education Service Centers. To contact members of the Project Share team, you may send an email to Project Share mailbox at [projectshare@tea.state.tx.us](mailto:projectshare@tea.state.tx.us).

### **Will districts have to pay for access to Project Share?**

Access to the Epsilen platform is available at no cost. Although Project Share is available to districts at no cost, time and effort by district staff will be needed to manage accounts.

### **Are districts required to participate in Project Share?**

Participation in Project Share is voluntary. However, professional development modules and access to state-owned digital content and other digital assets will be available solely through the Project Share platform.

### **What about privacy and security when using the Project Share platform?**

Project Share participants are subject to a [Terms of Service](#) agreement and to a [Privacy Policy](#).

Everyone involved with Project Share is mindful of considerations of privacy and security when educators and students work in online environments. We are also fully aware of FERPA (Family Educational Rights and Privacy Act) and COPA (Child Online Protection Act) guidelines and will work within those requirements when students are invited into the Epsilen environment. Please keep in mind that teachers will be the first Project Share participants. A limited number of selected high school students will be invited into the Epsilen environment during the 2010-11 school year.

### **What is the timeline for Project Share?**

Project Share will be introduced in phases. Phase I, scheduled for spring and summer of 2010, will include the following opportunities:

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1. Professional Development
  - Science, Math, English Language Arts, and Career and Technical Education (CTE) Texas Essential Knowledge and Skills (TEKS)
  - English Language Proficiency Standards (ELPS)
  - College and Career Readiness Standards (CCRS)
2. Professional Learning Communities (PLCs)
  - Discussions, collaboration, and sharing among educators
  - Ongoing learning opportunities for professional development participants
3. Access to a variety of repositories for use in professional development and classroom instruction
4. Planning for ePortfolio pilot to investigate student-created portfolios of coursework and other examples of academic and extra-curricular activities
5. Planning for ePortfolio assessment to explore new forms of evaluation of student work

Phase 2, scheduled for the 2010-11 school year, will include the following activities:

1. Launch ePortfolio pilot
  - To showcase work representing a wide range of student capabilities
  - To explore new forms of assessment
2. Expand digital content
  - State-owned open source instructional materials
  - Statewide licenses for instructional materials
3. Develop and deliver online courses through the Texas Virtual School Network (TxVSN)

### **Teachers and Access to Project Share**

#### **How will teachers use Project Share?**

Initially, educators will be invited to join online professional learning communities and to participate in online professional development. The PD modules will include a multimedia approach and the integration of Web 2.0 tools. As Project Share progresses, teachers may have the opportunity to develop interactive courses for classroom use.

#### **Will only teachers who participate in professional development have access to Project Share?**

While it is hoped that all teachers will take advantage of online professional development modules, districts will have the option to create teacher accounts within the Epsilon platform to meet other needs such as creation of online professional learning communities, access to digital content, and networking with other teachers.

#### **When will teachers have access to Project Share?**

TEA is currently working with the 20 Education Service Centers (ESCs) to begin inviting districts into the platform. Teachers will be the first participants to receive accounts. During the roll out, each teacher will receive an email notification and an invitation to participate in the Texas Tour 1.0, an online module designed to introduce first-time users to Project Share and the Epsilon platform. Students will be added in future phases, but the first year of Project Share is focused on the teacher.

#### **Who will create the PD modules and other digital content offered to teachers?**

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Initial content will be developed by Education Service Centers (ESCs) and Institutes of Higher Education (IHEs). It is anticipated that as Project Share grows, additional partners will be selected to create content for teachers.

In addition to PD modules, teachers will also have access to numerous content repositories such as the New York Times, Smithsonian Education, and NASA Education. Discussions are currently underway with other content providers to add more digital content.

### **Students and Access to Project Share**

#### **Will students use Project Share?**


During the 2010-2011 school year, the Project Share team will begin an ePortfolio pilot. Only selected high school teachers and students will be invited to participate in the pilot. As students build ePortfolios, teachers will monitor student progress and provide feedback.

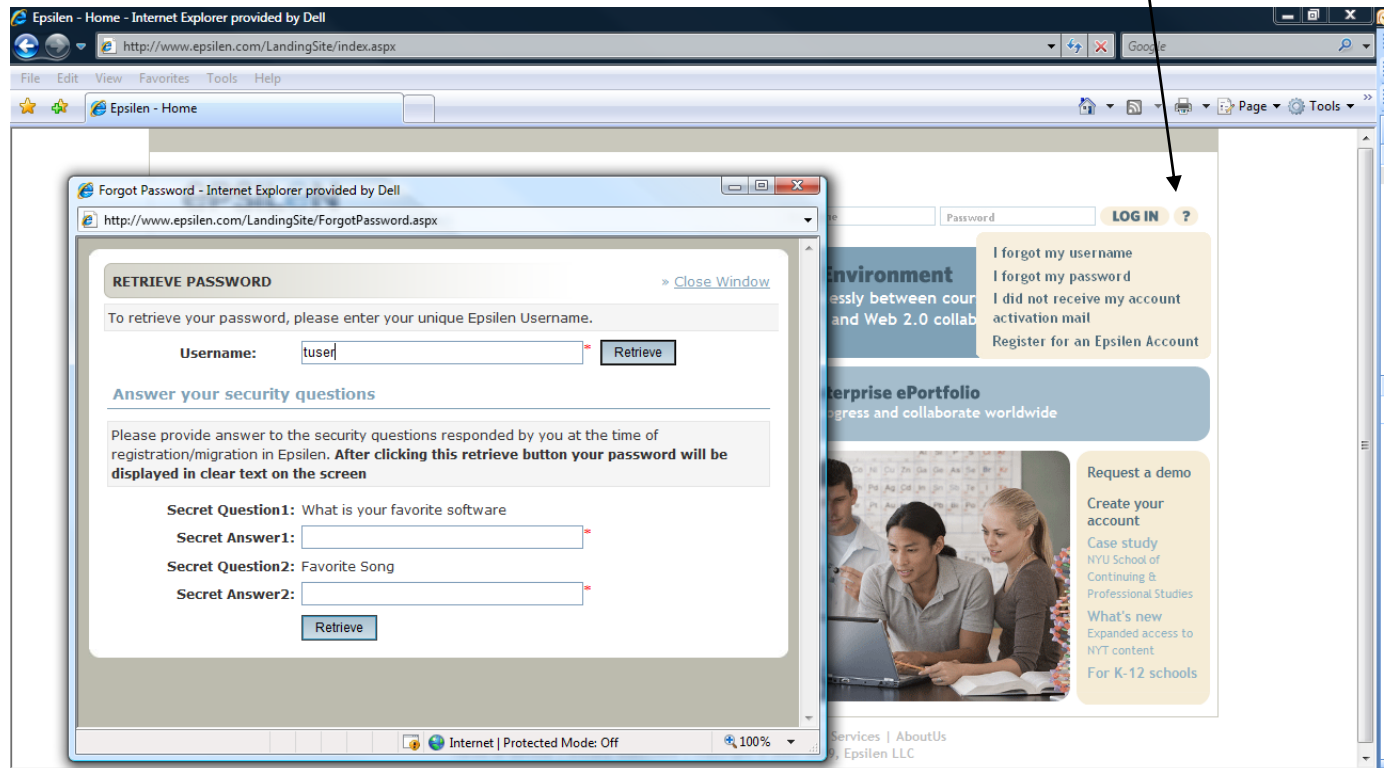
As Project Share development continues, students may be allowed to participate in interactive, teacher-created courses built within the Project Share platform. Additionally, students may have access to the numerous content repositories. However, districts will make final decisions regarding creation of student accounts and what they will be able to access.

#### **How can my district or school participate in the ePortfolio pilot?**


A formal application process will begin in late spring/early summer 2010. Districts or schools selected to participate in the pilot will be contacted before the 2010-11 school year and will receive further instructions.

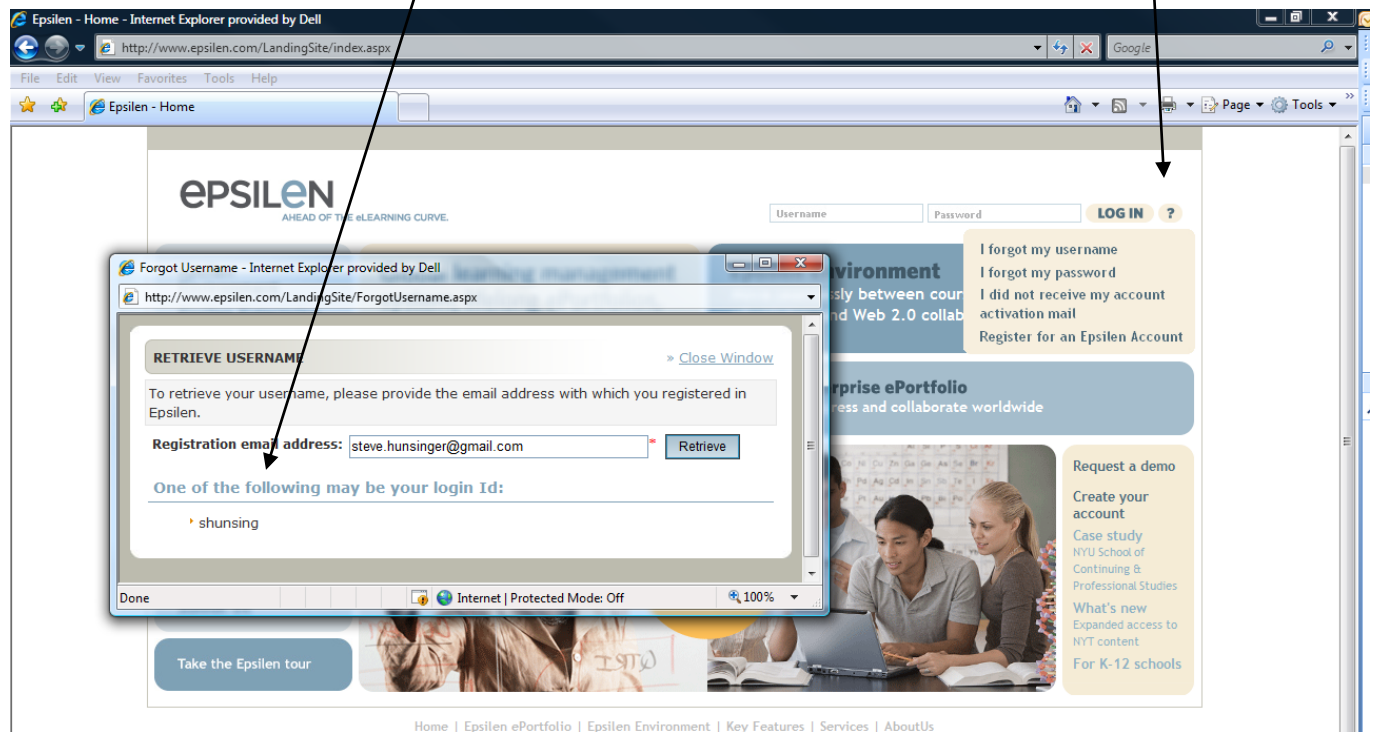
## Retrieving a Password

A user can retrieve his password from the Epsilon home page by placing the cursor over the  next to the “LOG IN” button. Select “I forgot my password” from the menu that appears. This will bring up the “Retrieve Password” page where a user can retrieve his password by providing his username and the correct answers to the security questions he authored when first creating his account.



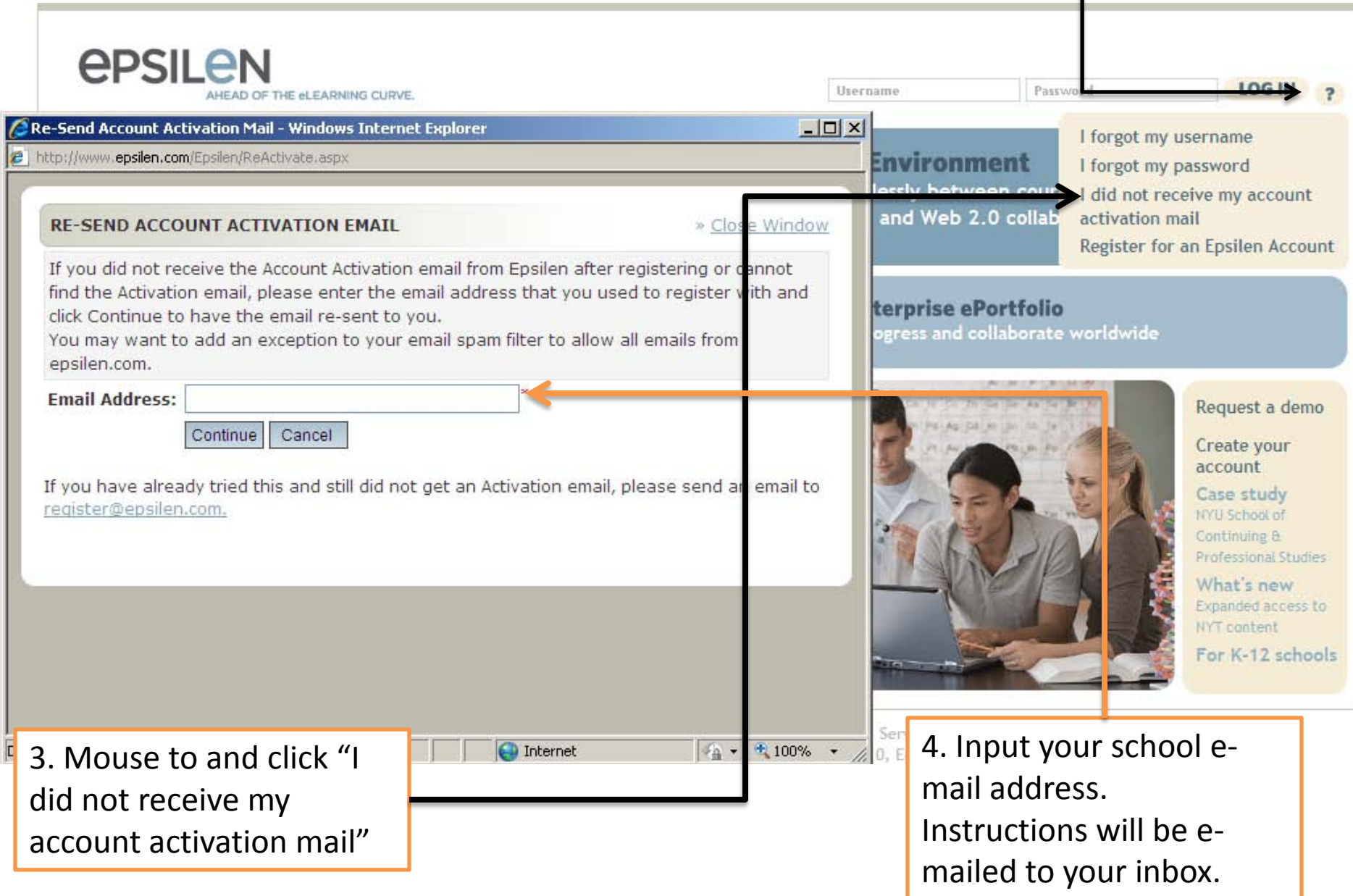
## Retrieving a Username

A user can retrieve her username from the Epsilon home page by placing the cursor over the  next to the "LOG IN" button. Select "I forgot my username" from the menu that appears. This will bring up the "Retrieve Username" page where a user can retrieve her username by providing her registration email address. Once she's provided the registration email address and clicked "Retrieve," a username fitting that registration email address displays.



1. Go to [www.epsilen.com](http://www.epsilen.com)

## 2. Hover on the ? Mark

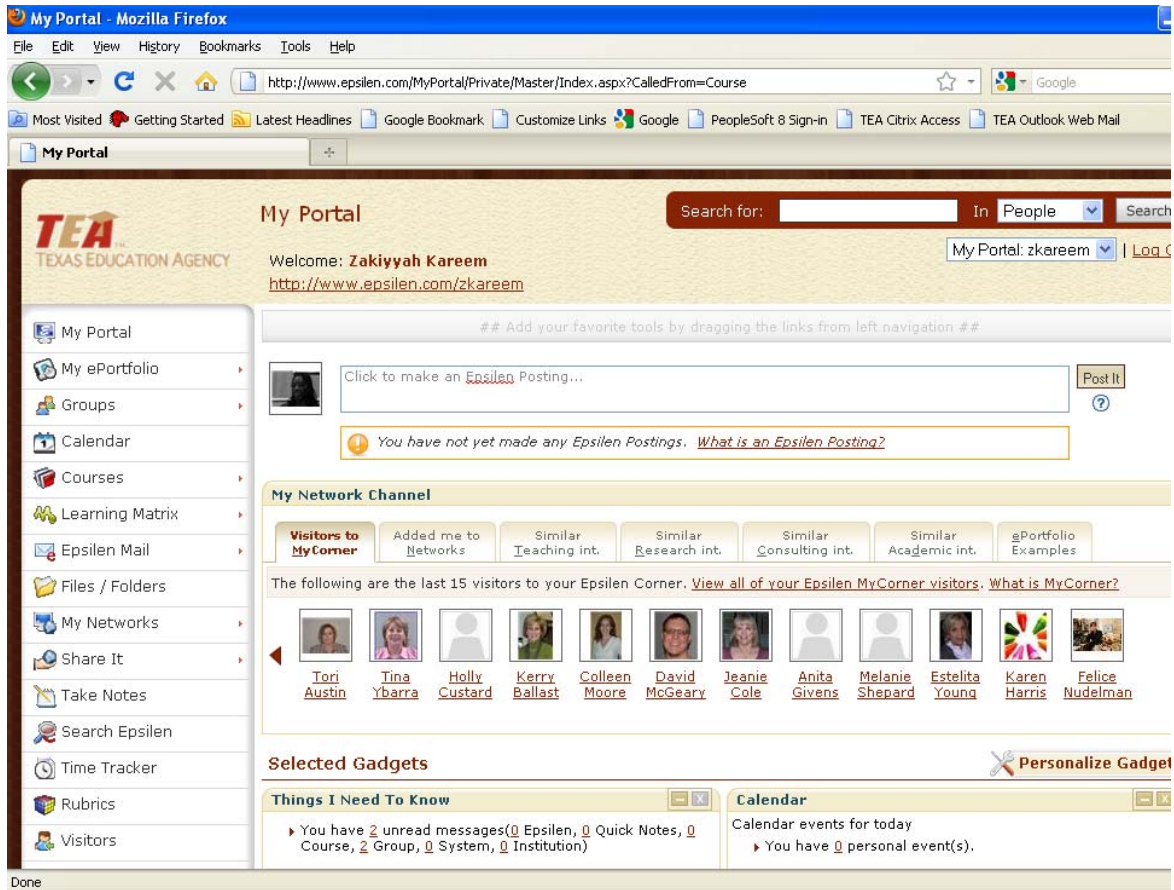




## How to Change Your Password in Epsilon

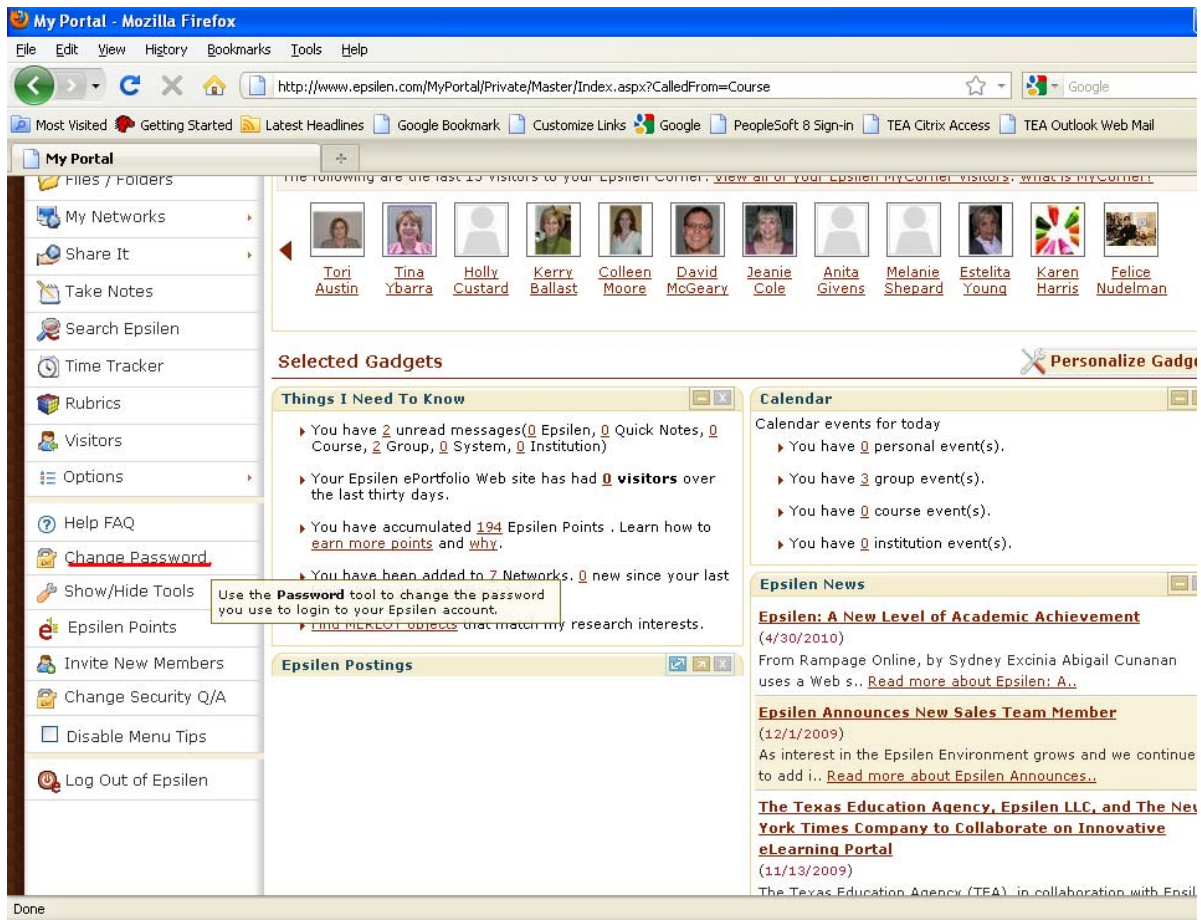
### Step 1 – Log in to Epsilon

- Log in to your Epsilon account using your username and the default password.
- After you log in, you will go to your Portal.



## Step 2 – Change Your Password

- From your Portal, click on the “Change Password” link located in the left toolbar near the bottom.





- Once you are at the Change Password screen, enter your current or default password and then enter your new password in the spaces provided.

Change Password - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.epsilen.com/MyPortal/Private/Master/Index.aspx?CalledFrom=Course

Most Visited Getting Started Latest Headlines Google Bookmark Customize Links Google PeopleSoft 8 Sign-in TEA Citrix Access TEA Outlook Web Mail

Change Password

TEA TEXAS EDUCATION AGENCY

My Portal

Welcome: Zakiyyah Kareem  
http://www.epsilen.com/zkareem

Search for: In People Search

My Portal: zkareem Log

## Add your favorite tools by dragging the links from left navigation ##

### Change Password ?

Please Note: If you are accessing this ePortfolio site as a Proxy (i.e., Manager, Content Editor, Owner etc.) you will be changing **Your** password and not the password of the owner of this ePortfolio site. This will change **Your** login information.

Current Password: [password field]

New Password: [password field] **Mediocre**

Re-Enter New Password: [password field]

Update

Done

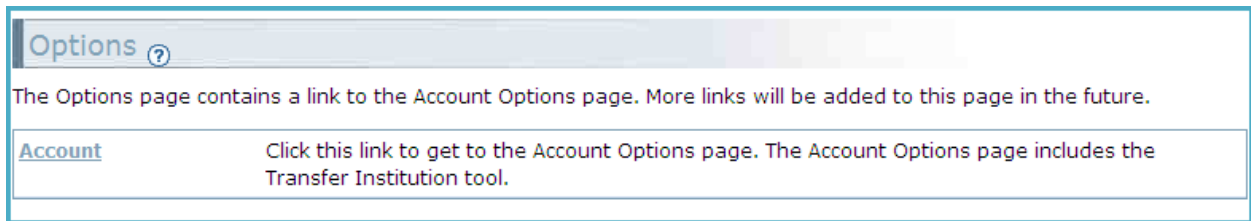
- As you enter your new password, a meter will appear to the right of the box telling you if your password is strong, mediocre, or weak.

### Step 3 – Confirm Your New Password

- After you have decided on your password, press the “Update” button. Be sure to take the steps you’ll need to remember your password.
- Congratulations! You have now changed your password.

## Transferring Institutions

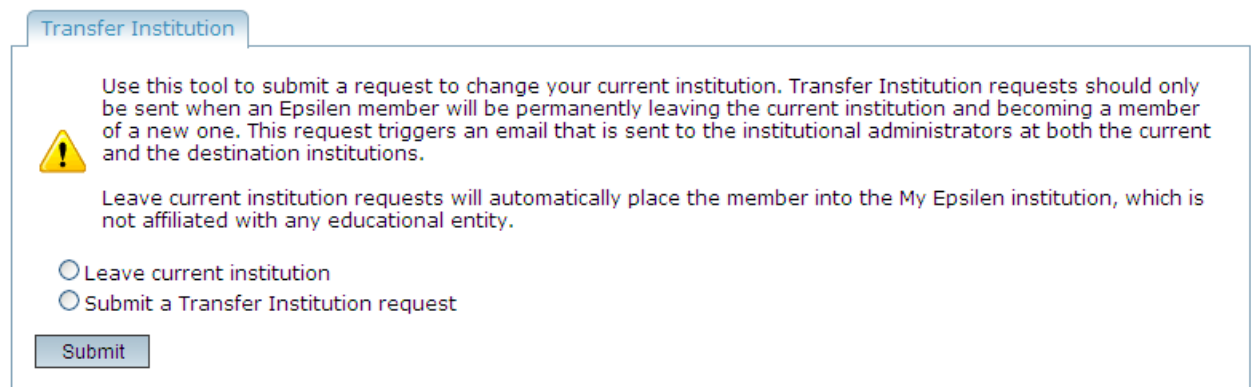
To change to a new institution (district or ESC), choose **Options** --> **Account**. (Found on the left-side of the menu.)



The screenshot shows a web interface with a header bar containing the text "Options ?". Below this, a message states: "The Options page contains a link to the Account Options page. More links will be added to this page in the future." A table below contains one row with the link "Account" and a description: "Click this link to get to the Account Options page. The Account Options page includes the Transfer Institution tool."

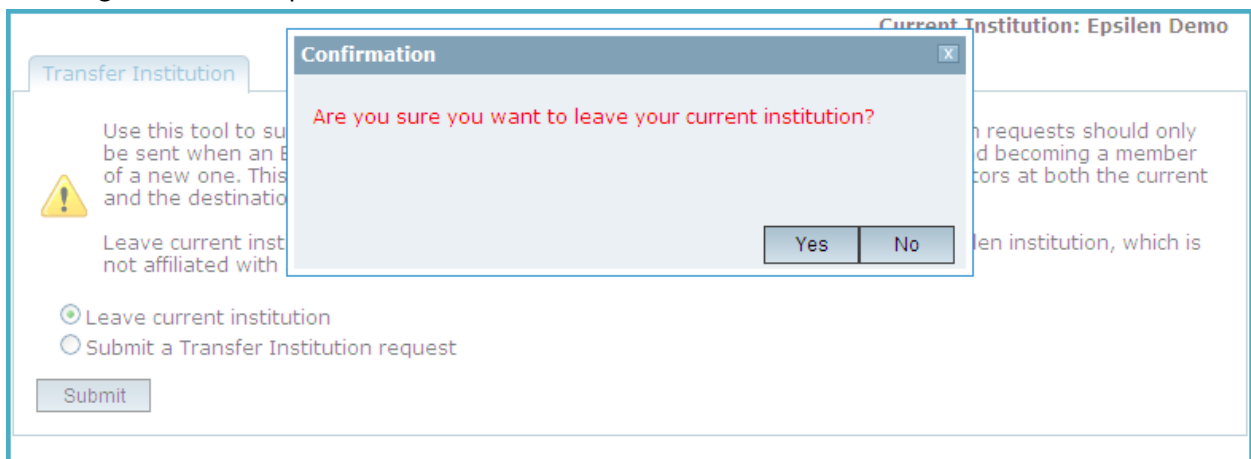
Account	Click this link to get to the Account Options page. The Account Options page includes the Transfer Institution tool.

Choose **Leave current institution** or **Submit a Transfer Institution request**.



The screenshot shows a web interface with a tab labeled "Transfer Institution". A warning icon is present next to the following text: "Use this tool to submit a request to change your current institution. Transfer Institution requests should only be sent when an Epsilon member will be permanently leaving the current institution and becoming a member of a new one. This request triggers an email that is sent to the institutional administrators at both the current and the destination institutions." Below this, a message states: "Leave current institution requests will automatically place the member into the My Epsilon institution, which is not affiliated with any educational entity." Two radio buttons are present: "Leave current institution" (selected) and "Submit a Transfer Institution request". A "Submit" button is at the bottom.


If the **Leave current institution** option is chosen (without a definite new destination in mind), the following screen will be presented:




The screenshot shows a web interface with a tab labeled "Transfer Institution". A "Confirmation" dialog box is open, displaying the text: "Are you sure you want to leave your current institution?" with "Yes" and "No" buttons. The background interface shows the "Leave current institution" radio button selected and the "Submit" button.

If the request to leave the current institution is confirmed, you will be informed that your account is now affiliated with "My Epsilon", a default institution for Epsilon members who are unaffiliated with an institution.

Transfer Institution

 Your Epsilen account is no longer affiliated with Epsilen Demo.




Your current institution is My Epsilen. This institution was created as a default institution for Epsilen members who are unaffiliated or whose institution has not purchased an Epsilen license. Use this tool to submit a request to change your current institution from My Epsilen to a licensed institution. Keep in mind that submitting a Transfer Institution request triggers an email to the administrator of the destination institution.

☒ Submit a Transfer Institution request

**Institution (Licensed Only):** None \* [\( Change \)](#)

If the **Submit a Transfer Institution request** is chosen, you will be prompted to search and choose the institution you are moving to. Click **Change**.

Transfer Institution



Use this tool to submit a request to change your current institution. Transfer Institution requests should only be sent when an Epsilen member will be permanently leaving the current institution and becoming a member of a new one. This request triggers an email that is sent to the institutional administrators at both the current and the destination institutions.

Leave current institution requests will automatically place the member into the My Epsilen institution, which is not affiliated with any educational entity.

☐ Leave current institution

☒ Submit a Transfer Institution request


**Institution (Licensed Only):** None \* [\( Change \)](#)


Institution(s) Search ?

» [Close Window](#)

Search for Epsilen Institution(s).

**Search For:**  \*



Institution Name	Prefix	Action
AUSTIN ISD	TX227901	

 Click to select this institution

You will be a member of “My Epsilen” until the institution admin at the new institution approves your transfer.

## Texas Tour first-time log in steps:

**Step 1:** User receives welcome email upon being batch loaded and clicks the link.



**Dear Steve,**

Your Epsilen account has been registered and activated.

To Log in you will need your Username (**qa71**) and Password (**5c1y6o6l**).

Your new Epsilen Account information:	
<b>Username:</b>	qa71
<b>Login Password:</b>	5c1y6o6l
<b>ePortfolio Web Address:</b>	<a href="http://www.epsilen.com/qa71">http://www.epsilen.com/qa71</a>
<b>Registration Email Address:</b>	<a href="mailto:qa7@epsilen.com">qa7@epsilen.com</a>

Welcome to Project Share! You are invited to join the Texas Tour 1.0. To get started, you will need to log in to the Epsilen platform using the username and default password provided. Once you log in, you will be directed to the Texas Tour. The Texas Tour is a guide designed to help you navigate the Epsilen platform and explore its possibilities.

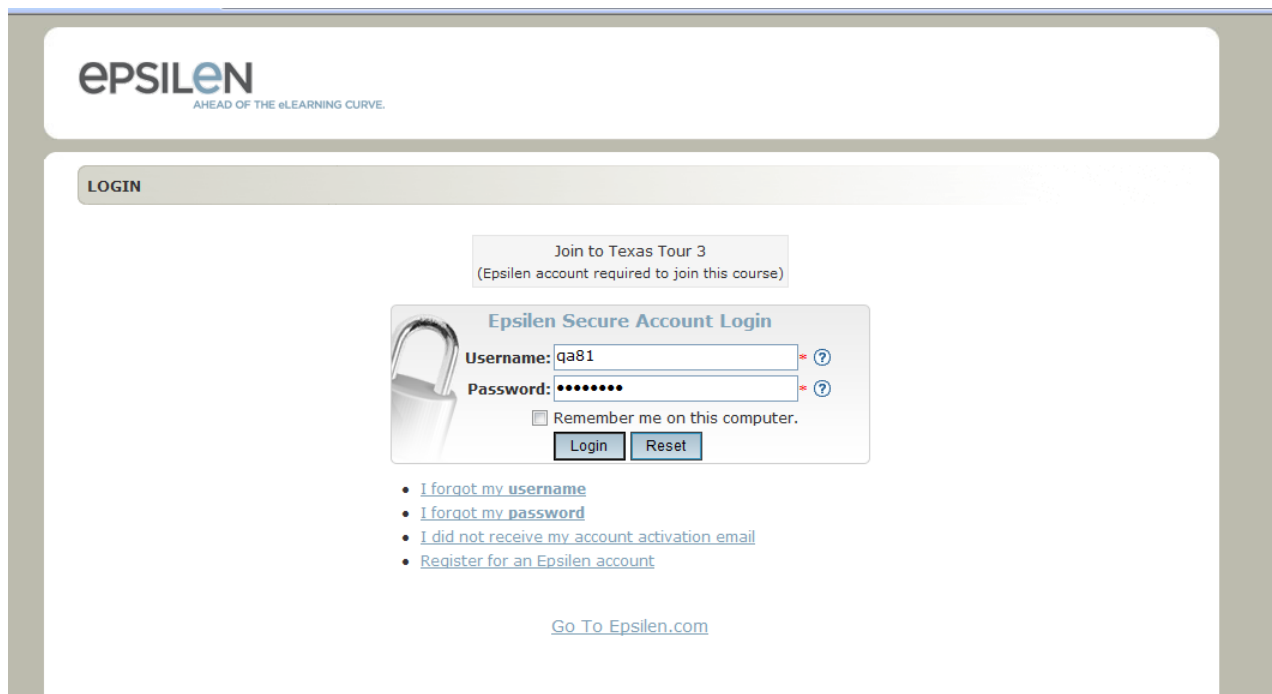
**PLEASE PRINT THIS PAGE.** You will need the information above to log in to Epsilen and to change your password. You may change your password after you complete the tour or at any time you are logged in to your Epsilen account. You will find instructions on how to change your password and how to retrieve your password in the Resources tool in the Texas Tour. Please keep this welcome message saved in your inbox and print this page for future reference. **PLEASE NOTE:** You will need the default password (above) to log in until you change your password.

When you return to Epsilen, you can log in to your Epsilen account from <http://www.epsilen.com>.

Welcome to Project Share, powered by Epsilen.

Click [here](#) to log in and begin the Texas Tour 1.0.

**Step 2:** User is taken to the Login screen for the first time with the “Texas Tour” title.



The screenshot shows the Epsilon Secure Account Login page. At the top, the Epsilon logo is displayed with the tagline "AHEAD OF THE eLEARNING CURVE." Below the logo, a "LOGIN" tab is visible. A message box states "Join to Texas Tour 3 (Epsilon account required to join this course)". The login form includes fields for "Username:" (containing "qa81") and "Password:" (masked with dots). There are "Login" and "Reset" buttons. Below the form, there are four links: "I forgot my username", "I forgot my password", "I did not receive my account activation email", and "Register for an Epsilon account". At the bottom, there is a link "Go To Epsilon.com".

epsilen  
AHEAD OF THE eLEARNING CURVE.

LOGIN

Join to Texas Tour 3  
(Epsilon account required to join this course)

Epsilon Secure Account Login

Username: qa81

Password: ••••••••

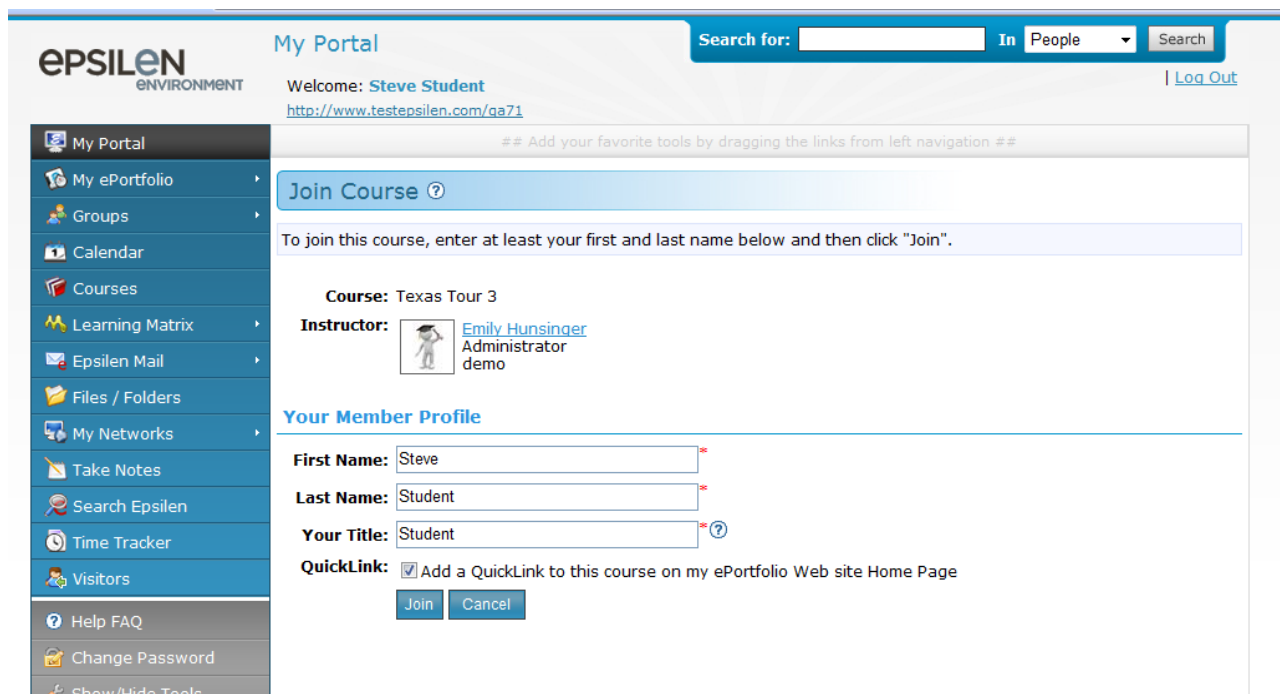
☐ Remember me on this computer.

Login Reset

- [I forgot my username](#)
- [I forgot my password](#)
- [I did not receive my account activation email](#)
- [Register for an Epsilon account](#)

[Go To Epsilon.com](#)

**Step 3:** User is taken to “Join Course” screen where s/he can change name and title.



The screenshot shows the "Join Course" screen in the Epsilon environment. The top navigation bar includes the Epsilon logo, "My Portal", a search bar, and a "Log Out" link. The left sidebar contains a list of navigation items: My Portal, My ePortfolio, Groups, Calendar, Courses, Learning Matrix, Epsilon Mail, Files / Folders, My Networks, Take Notes, Search Epsilon, Time Tracker, Visitors, Help FAQ, Change Password, and Show/Hide Tools. The main content area displays the "Join Course" form. It includes a welcome message for "Steve Student" and a link to the user's profile. The form fields are: "First Name:" (containing "Steve"), "Last Name:" (containing "Student"), and "Your Title:" (containing "Student"). There is a "QuickLink" checkbox labeled "Add a QuickLink to this course on my ePortfolio Web site Home Page". At the bottom, there are "Join" and "Cancel" buttons.

epsilen  
ENVIRONMENT

My Portal

Welcome: Steve Student  
<http://www.testepsilen.com/qa71>

Search for: In People Search


Log Out

## Add your favorite tools by dragging the links from left navigation ##

Join Course ?

To join this course, enter at least your first and last name below and then click "Join".

Course: Texas Tour 3

Instructor:  [Emily Hunsinger](#)  
Administrator  
demo

Your Member Profile

First Name: Steve

Last Name: Student

Your Title: Student

QuickLink: ☒ Add a QuickLink to this course on my ePortfolio Web site Home Page

Join Cancel

**Step 4:** User is taken into the “Texas Tour” course.

The screenshot shows the EPSILON ENVIRONMENT interface. At the top, the logo 'EPSILON ENVIRONMENT' is on the left, and a search bar is on the right. Below the logo, the URL 'http://www.testepsilen.com/crs/1010129' and the text 'Welcome Steve Student to Texas Tour 3' are displayed. A left navigation menu contains links to Home, Syllabus, Lessons, Calendar, Resources, Drop Boxes, Announcements, Course Mail, Members, Workgroups, Take Notes, Forums, Chat, and Blogs. The main content area is titled 'Home' and shows 'Texas Tour 3' with the institution 'demo'. An announcement by 'Emily Hunsinger' (Administrator) dated '4/19/2010' is visible. A right sidebar titled 'Footprint' shows a list of users: 'Emily H' (Today 12:03 PM) and 'Steve S' (Today 12:00 PM).

Course

Search for:  In Forums

<http://www.testepsilen.com/crs/1010129> Switch to Course

Welcome Steve Student to Texas Tour 3

## Add your favorite tools by dragging the links from left navigation ##

Home ?

Texas Tour 3

Institution: demo

By Announcement

Emily Hunsinger  
Administrator  
demo

Welcome Teachers  
I'd like to welcome all of you to the Texas Tour. ...  
[Read more about Welcome Teachers..](#)  
4/19/2010

Footprint ?

Emily H  
Today  
12:03 PM

Steve S  
Today  
12:00 PM

**Step 5:** User clicks on **Syllabus** in the left toolbar to begin the tour.



## Joining the Texas Tour

Login at Epsilen.com. In the upper right-hand corner, search for the **Texas Tour** in **courses**.

Search for:  In


The Texas Tour course will appear as a result of the search. Click on the registration icon.

Course Search [» Close Window](#)

Enter the course name, number, subject, school, or keywords to search for.

Search for:

[Advanced Search](#)

Course	Details	Members	Registration	Start/ End	Match
<a href="#">Texas Tour 1.0</a> TEA 1010998 An Introduction to Project Share	Institution: Texas Education Agency School: Not Specified Department: Not Specified	215	 <a href="#">Click here to join</a>	05/04/2010 11/02/2010	100%


Your name will appear in the member profile. Click **Join**.

Join Course [?](#)

To join this course, enter at least your first and last name below and then click "Join".

**Course:** Texas Tour 1.0

**Description:** An Introduction to Project Share

**Instructor:**  [Texas Teacher](#)  
Instructor  
TEA

**Your Member Profile**

**First Name:**  \*

**Last Name:**  \*

**Your Title:**  \* [?](#)

**QuickLink:** ☒ Add a QuickLink to this course on my ePortfolio Web site Home Page

Click **Continue** to read the Texas Tour announcement and receive directions for participating in the course.